



GREYFRIARS

outreach

arts & events

GREYFRIARS OUTREACH LTD – SCALE OF CHARGES – WEDDING RECEPTIONS – FROM JAN 19

<u>Description</u>	<u>Charge</u>	<u>Comment</u>
<p>Hire of Greyfriars Kirk for a Wedding reception until midnight.</p> <p><u>Day before reception:</u> Furniture, tableware, catering, bar deliveries in agreement with Kirk office. Client access to Kirk from 1330, lay-up from 1400-1700.</p> <p><u>Reception day:</u> Wedding reception from afternoon/early evening (to be confirmed) until midnight.</p> <p>Use of Kirk pantry for preparation, serving of prepared foods off site. Vacate on completion of meal and event.</p> <p><u>Reception contract end time:</u> Guests' carriages within 30 minutes.</p> <p><u>Morning after reception:</u> AM (times to be specified) collection of all furniture, catering equipment, accessories and personal items.</p>	<p>£1,750.00 (plus £500.00 returnable deposit – see below)</p>	<p>Maximum numbers 150 for sit down meal and up to an extra 100 guests for evening reception</p> <p>Lay-up team made up of client, family, friends, caterers. 300 blue chairs and up to 20 trestle tables included.</p> <p>City Council occasional bar licence required from client or caterer for cash bar sales. To be displayed.</p> <p>Facilities management cover throughout for preparation and day of event.</p> <p>Client selected caterer. NO cooking from raw meat/veg permitted in Kirk pantry. All catering equipment, guests' tableware to be hired-in. Food, equipment, waste to be taken away on completion of meal. Caterer required to visit Kirk for site visit to confirm catering and facilities plan.</p> <p>Band/disco complete. Tables cleared of all glassware and catering tableware. End time +30 mins: Client to arrange clearance of all table decorations. End time + 45 mins: Kirk staff start clean-up and preparation for next event.</p> <p>Sunday storage of hired chairs/tables (only) can be arranged for Saturday night receptions for Monday pick-up. All weekday receptions (including Friday) must arrange next day collections.</p>
<p>Additional set up time the day before event.</p>	<p>£55/hr before 1700; £80/hr after 1700</p>	<p>Must be agreed one month in advance of event.</p>



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High Level decoration with tall ladder during set up time.	£80.00 for two hours	Only Kirk high ladders can be used and by Kirk staff. For client provided bunting, fairy lights, balloons, greenery, trees, branches etc.
Storage of up to 300 Kirk chairs	£220.00	If any blue chairs not required at sit down reception.
Extension until 0100 (guest departure by 0130)	£220.00	No extensions permitted after 0100 owing to time required to set up for next event.
<u>Returnable Deposit.</u> Covering any damage to Kirk fabric and fittings, additional excessive cleaning-up, non-contracted time for preparation and non-contracted extended departure time. Applied at discretion of Operations Manager.	£500.00	No confetti/glitter to be used in the Kirk for table decoration due to disproportionate cleaning-up. Protection to floors/walls for any greenery and floral displays. No nails, pins to be used. Blue tack on pillars only. Bar area floor to be protected with tarpaulin.